

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**County Board Room, Oneida County Courthouse**  
**June 19, 2017**

**COMMITTEE MEMBERS PRESENT:** Billy Fried /Chairman, Greg Oettinger, Bob Metropulos, Lance Krolczyk, Scott Holewinski

**ALSO PRESENT:** Luann Brunette, Troy Huber (Buildings & Grounds); Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Lynn Feldman (UW-Extension); Brian Desmond (Corporation Counsel); Kevin Boneske (Star Journal); Nick Sabato (Lakeland Times)

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in the County Board Room of the Oneida County Courthouse. This meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Holewinski to approve today's agenda. Second by Metropulos. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Holewinski to approve the minutes of May 15, 2017 and June 5, 2017. Second by Metropulos. All members present voting 'Aye'. Motion carried.

**CONTRACT WITH ARAMARK – MAT SERVICE FOR COURTHOUSE, HEALTH & AGING FACILITY AND LAW ENFORCEMENT CENTER**

Huber states that the previously approved Aramark contract is now completed and implemented. The County was previously spending about \$18,000 per year for the mat service and has now cut the cost down to about \$4,000 per year with the change to Aramark. Huber notes that they made a slight cut in the number of times mats were changed but still were able to cut costs significantly. Huber notes that the transition is going well.

**UPDATE COURTHOUSE COMPUTERIZED CLIMATE CONTROLS – AUTOMATED LOGIC WITH FUNDING TO COME FROM CONTINUING APPROPRIATION ACCOUNT**

Brunette reports that the computerized climate controls put in place years back had a continuing appropriation fund set-up to deal with system maintenance and updates needed. The system is now needing software updates or the system risks having problems that can cripple the operation. Also, currently when technical support is needed, Buildings & Grounds needs to pay for each call placed for assistance. A bid was received to provide both the software updates and technical support in the amount of \$4,233 and the bid ensures no more than a 1% increase in this cost for future years. Brunette reports that money is available in the continuing appropriation fund to pay for this cost. Fried asked if there are any hidden costs not covered by this contract; Brunette clarified that this contract would only cover the Courthouse location. Discussion held on the necessity of these updates. Huber and Brunette both feel this is an important investment in order to keep the system updated and get the needed technical support without having to pay each time a call to technical support is placed. Fried verified that the contract ensures no more than a 1% increase in price per year; Huber confirmed this wording is in the contract. Motion by Holewinski to approve (agenda topic) #8 and move forward with finalization of the account. Second by Fried. All members present voting 'Aye'. Motion carried.

### **YEAR 2018 BUDGET – LETTER TO DEPARTMENT HEADS ON FURNITURE & EQUIPMENT REQUESTS**

Brunette states that she will be sending her annual letter to departments asking that departments submit any requests they have for furniture or other equipment that they would like considered for the 2018 budget. Brunette notes that she sends this reminder each year prior to the start of budget season. Motion by Holewinski to approve the letter to Department Heads. Second by Krolczyk. All members present voting 'Aye'. Motion carried.

### **NON-BUDGETED ITEM REQUEST – PLANNING & ZONING RANGE FINDER**

Brunette reports Planning & Zoning is looking to purchase a range finder for use in onsite measurement of slope and distance for non-metallic mining sites. Brunette says the cost is \$688 and can be paid from the mining account which allows for costs such as this. Committee approval is needed due to equipment being over the \$250 central purchasing limit. Brief discussion held. Motion by Fried to approve the Planning & Zoning Range Finder with funding to come from the mining account. Second by Metropulos. Further discussion held. All members present voting 'Aye'. Motion carried.

### **REQUESTS FOR COURTHOUSE SPACE USE**

#### **- UW-Extension request for extended use of Courthouse space**

Feldman requests approval to extend the use of the Courthouse space being used by a UW-Extension staff member through the end of the year. The UW-Extension reorganization will then be complete and office needs will be better known based on how staff is reorganized. Feldman says installation of the air filter equipment at the airport is done and the consensus is that the air quality has greatly improved but there are still some documented times of air quality issues. Feldman says the fall season is generally when most of the air quality issues occurred. Feldman says that this person does have the ability and is approved to work from home if they are not approved to remain at the Courthouse location. Fried says he doesn't want this to turn into a permanent spot for this employee and asks how often this employee is currently using this office. Feldman says she doesn't know and the employee doesn't keep a log of when they are in the office versus at home. Discussion held by Committee. Holewinski feels that due to the ventilation system work now being complete, this employee should be able to return to their airport location. Motion by Fried to deny the request by UW-Extension because of the many variables that exist. Second by Holewinski. Further discussion held.

#### **- Labor Relations/Employee Services for use of Courthouse space**

Brunette states the LRES office has requested use of the office currently being used by UW-Extension in order to better facilitate employment testing and provide an area for Breastfeeding employees to use. Charbarneau clarifies that it doesn't necessarily need to be this specific office but due to the proximity of the office and a door connects the office with the LRES office, it would be the most convenient space for LRES. Fried asked if there was a way for UW-Extension and LRES to share this office. Charbarneau says the UW-Extension employee would need to provide a schedule of when they will be in the office so LRES can plan around UW-Extension's use of the area. Feldman says that it will be difficult for the employee to provide a schedule of use due to many variables in the employees work week. Motion by Fried to allow LRES to utilize the room being vacated by UW-Extension. Second by Oettinger. Further discussion held.

Roll call vote taken on both motions with all committee members voting 'Aye'. Motion carried.

### **AWARD BID – HEALTH & AGING FACILITY PARKING PAVING**

Holewinski says he has reviewed the information provided for all the bidders and he would like to make a motion to approve the Musson's bid. Second by Fried. Discussion held on bidders missing certain requirements from the bidding process. Brunette states that Musson's didn't provide the references; discussion held and clarified that this wasn't listed as mandatory. Pitlik & Wick was missing the required certified check which verifies funds exist to complete the project. Desmond states that a motion can be made to waive some of the informalities of the bidding process but there is a legal risk in doing so. Brunette read to the Committee the bidding requirements for the certified check and references. Discussion held. Oettinger questioned the need for the certified check due to Pitlik & Wick having done this already on previous projects completed for the county; Desmond clarified that the certified check needs to be provided for each project bid. Discussion held on options. Holewinski amended his previous motion, adding a waiver of any informalities on the bidding process. Second by Fried. Roll call vote taken: Krolczyk – Aye, Holewinski – Aye, Fried – Aye, Metropulos – Nay, Oettinger – Aye. Motion carried. Fried led brief discussion about updating the county bidding process for the future so there is uniformity between departments on how bidding is posted and handled.

*Holewinski excused from meeting.*

### **PROJECT UPDATES**

- **Law Enforcement Center energy savings project – Resolution 53-2017**

Brunette reports that Resolution 53-2017 is going to the County Board tomorrow. A request has been reviewed and approved by the Capital Improvements Project evaluation team for an additional \$70,000 for the Law Enforcement Center energy savings project. Brunette says if the resolution is approved, she will be using the same bidding specifications as previously used when this project was bid out before. Bids will be due by August 14<sup>th</sup> and the Committee will review and possibly accept the winning bid at the August 21<sup>st</sup> Committee meeting. Brunette is looking for the project to be done by the end of 2017. Discussion held on timeline. Brunette states this was an update to the Committee and no motion is needed at this time.

- **County-wide document disposal/shredder**

Brunette reports that the Courthouse currently has two shredders and both are past their life expectancy. Both shredders only shred a few papers at a time and are therefore highly inefficient on staff time. Brunette says she brought a request for a new commercial shredder to the old Finance Director last year and the request was denied. Brunette has now brought the same request to the new Finance Director, Darcy Smith. Smith told Brunette, she would like the county to first review the possibilities of professional shredding before looking into a commercial shredder onsite. Brunette has sent a poll out to department heads to gather information on shredding needs for departments and is waiting for responses. Huber states to replace the current shredders would run \$14,000 whereas a new commercial shredder would run \$19,800. The commercial shredder would allow for large amounts of paper to be put into the shredder at one time. Huber reiterated that the amount of time employees need to spend shredding on the current shredders needs to be factored into costs when making this decision. Brunette states that no action needs to be taken at this time and she will continue to research options.

**PROJECT UPDATES (continued)**

- **Courthouse annex roof repair**

Brunette reports that there are two areas of the Courthouse annex roof that are having problems. One area is over the Buildings & Ground's office location of the Courthouse in which there is leaking due to roofing not being installed properly. The other location is by the elevator in which roofing came loose in the wind. Brunette is looking to have Oneida Roof and Chimney fix these issues at a cost of \$4,685 for the Buildings & Grounds roofing location and \$2,700 for the roofing above the elevator. Brunette states these issues need to be fixed soon. Discussion held on the possibilities of filing an insurance claim on the elevator roof and having the improperly installed roofing reinstalled. Brunette notes that the filing a claim with insurance would not cover anything since it doesn't exceed the deductible and the improperly installed roofing was installed in 1981 so she doubts the contractor is either in business or would repair the work due to the time period lapse.

- **Report on maintenance activities**

Brunette provided the Committee with a list of projects completed by the Buildings & Grounds staff in 2016. Huber states that he would like the Committee to review the list when time allows so they can see how much work has been done in-house, rather than out-sourcing, which has saved the county a lot of money. Brunette notes that the staff have completed these extra projects in addition to their normal duties assigned. Fried agrees that the staff's hard work has been a big cost saver and voiced his appreciation of the time and efforts given in order to preserve and update the counties assets so they last as long as possible. Brunette notes that her and her staff have put a focus on safety in completing these projects.

- **Project list and timeline**

Brunette provided a list of current projects being worked on by Buildings & Grounds and provided a brief explanation and update of each project.

**COURTHOUSE SECURITY SINGLE-POINT OF PUBLIC ENTRY – RESOLUTION 54-2017**

Brunette states as a result of other meetings she has attended regarding Courthouse security, she has contacted WCA (Wisconsin Counties Association) to see if there is someone she could connect with to provide input and consult on the best ways to proceed with the project. Brunette also notes that they have had the opportunity to review Marathon County's implementation of a single-point entry. Marathon County has obtained previously used metal detection equipment from the U.S. Marshal at no cost. Depending on if the Courthouse Security resolution is approved at County Board tomorrow, Brunette would like to look into this option as well to see if available to Oneida County. If the resolution is approved, the matter would be referred back to this Committee to move forward with the plan. Metropulos led a discussion on the resolution, noting that there is no mention of employees being subject to the single-point access; discussion held. Brunette notes that a Department Head meeting was previously held to keep departments informed on the status of the project.

**PUBLIC COMMENTS**

None

**ITEMS FOR NEXT AGENDA**

Buildings & Grounds staff service awards  
Bid specifications for various projects  
2018 Buildings & Grounds budget

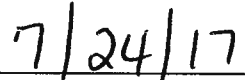
**FUTURE MEETING DATES**

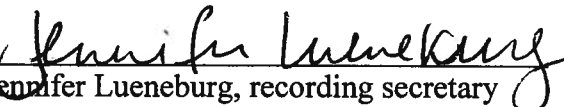
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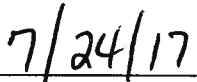
**ADJOURNMENT**

Motion by Metropulos to adjourn meeting. Second by Oettinger. All members present voting 'Aye'.  
Motion carried. Meeting adjourned at 10:57 a.m.

  
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Billy Fried, Chairman

  
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Date

  
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Jennifer Lueneburg, recording secretary

  
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Date